



**HEADQUARTERS NEW JERSEY ARMY AND AIR NATIONAL GUARD  
NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
3650 SAYLORS POND ROAD  
FORT DIX, NEW JERSEY 08640-7600**

**ARMY BULLETIN NO. 31**

**13 August 2002**

**FEDERAL RECOGNITION BOARD (FRB) PROMOTION PACKET CONTENTS (G1-DPCS-OP)**

1. **REFERENCE:** NGR (AR) 600-100, dated 15 April 1994, Commissioned Officer – Federal Recognition and Related Personnel Actions, Chapter 8.

2. The following documents are required for Federal Recognition Board consideration and will be submitted to G1-DPCS-OP through the chain of command:

- a. Company Commander Recommendation for Promotion (if applicable)  
Battalion Commander Recommendation for Promotion (if applicable)  
MSC Commander/G-Staff Recommendation for Promotion
- b. Ht/Wt Verification Statement -or- DA Form 5500-R , Body Fat Content Worksheet (if applicable)
- c. DA Form 705, Army Physical Fitness Test Scorecard  
(current: within 6 months for AGR and 1-year for TDG)
- d. DA Form 7349-R, Annual Medical Certificate  
(required if the last physical is more than 10 months old)
- e. Any additional supporting documents which updates the officers 201 file (ie: DA Form 1059 from last school)
- f. For WO1 → CW2: DA Form 71 (Oath of Office)

3. The following points should be considered prior to submission of packets:

- a. Minimum Time in Grade
- b. Branch Qualification / Position Branch
- c. Ht/Wt Verification/DA Form 5500-R (if applicable)  
Note: height must match height on latest physical

4. DPCS-OP will attach the balance of the required documents. The items annotated with (\*) should be in the officer's Military Personnel Records Jacket/201 File. It is the individual officer's responsibility to review his/her record on an annual basis and to forward copies of required documents as they are obtained. Missing documents will be brought to the attention of the MSC MPT. Incomplete packets will cause a delay in consideration.

- a. Memorandum to President of the Federal Recognition Board
- b. TAG Endorsement to Chief, National Guard Bureau (CNGB)
- c. Document Appointing the FRB
- d. NGB Form 89, Record of Proceedings of Examining Board
- e. State Promotion Order
- f. Documentation showing position vacancy (UMR & TDA)
- g. DA Form 1059 and Diploma for highest military course completed (\*)
- h. Copy of College Transcript and Diploma (\*)
- i. Verification of authenticity of College Transcript
- j. SF93: Report of Medical History (New Form: DD Form 2807) & SF88: Report of Medical Examination (New Form: DD Form 2804)

5. This policy will remain in effect until superceded or rescinded.
6. POC is LTC Roberta Niedt at (609) 562-0697.

OFFICIAL:

A handwritten signature in black ink, appearing to read 'FRANK R. CARLINI'.

FRANK. R. CARLINI  
COL, GS, NJARNG  
Chief of Staff

GLENN K. RIETH  
Brigadier General, NJARNG  
The Adjutant General

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